

California National Guard - Human Resources Office
Army Active Guard Reserve (AGR) Statewide
Officer O-3 Vacancy Announcement
Amended 9-Aug-18

1 POSITION

Announcement Number: 132-18		Opening Date: 03 July 2018	Closing Date: Open Until Filled
Position Title: STAFF OFFICER POSITION	UIC/TDA/UMR Para/Line Number: MULTIPLE LOCATIONS	DMOS/Branch: ALL BRANCHES	Maximum Grade: O-3 Minimum Grade: O-1
BDE/Unit Name and Address: JFHQ-CA (-) HHD, JFHQ-CA (-) 9800 Goethe Road Sacramento, CA 95826-9101 Duty At: Multiple CA Locations		Selecting Official: Army Division Chief of Staff	Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/> **See Below
Security Clearance Requirement: <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check-LC		Minimum Military Education Requirements: Appropriate Military Education for Grade	

Area of Consideration

Membership Eligibility: All applicants must be Branch qualified in current position.
Statewide means: The applicant must be a current California Army National Guard Member in order to apply.

Conditions of Employment

IAW AR 135-18, NGR 600-5, and CA ARNG Pam 600-200 applicants must meet the following requirements prior to applications being forwarded for board consideration:

Applications from Soldiers who do not qualify under AR 135-18, Table 2-1, or who have a non-waivable disqualification under Table 2-3, or who fail to meet any additional requirements prescribed by Chief, National Guard Bureau, will be disapproved and returned to the applicant. Soldiers who qualify under Table 2-1, but have a waivable disqualification under Table 2-2, will attach a request for the appropriate waiver to their applications.

- New hire authorizations are subject to priority of fill process IAW with CA ARNG Pamphlet 600-200, 2-2c.; priority fills will supersede all other new hires IAW approved AGR allocations. Effective date of hire will be determined in accordance with priority fill determination / funding.
- To qualify for initial entry into the ARNG Title 32 AGR FTNGD Program applicants must meet the requirements of AR 135-18 (The Active Guard Reserve (AGR) Program); have an approved waiver per AR 135-18; not be disqualified per AR 135-18; and meet any additional requirements prescribed by the Director, Army National Guard
- Officer or Warrant Officer who has not received a referred officer evaluation report under the AR 623-3, in the past 36 months preceding the date of application or the scheduled date of entry in the AGR Program.
- Soldier must not have been relieved for cause from any duty position, including but not limited to relief from command, in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- All applicants will sign a NGB Form 34-2 (Certificate of Agreement and Understanding) during their accession process into the ARNG Title 32 AGR FTNGD Program..
- Accessions into the AGR Program with assignment to Positions of Significant Trust (POST) requires screening of personnel selected for suitability and security before assignment to POST. In order to ensure the best qualified personnel serve in identified POST. The Position of Trust standards are qualifications for specified assignments and not a standard of service.
- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Military Status will be: Full-Time Military Title 32 Section 502 (f) (AGR). Initial AGR tours are three (3) years.
- Stabilization Policy (When Applicable): IAW NGR (AR) 600-5 Chapter 3, Para 3-5(c). Soldiers entering an initial three-year tour must serve a minimum of 36 months if not MOS qualified, 24 months if qualified. This time period is waivable to 18 months before a soldier can be considered for another AGR position within the State. A waiver request must be submitted IAW NGR 600-5, and CA ARNG Circular 135-18 for initial tour Soldiers with 18 months on AGR status.
- Applicants must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- Applicants must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status (IAW AR 40-501, pregnancy is not a disqualifying condition).
- Applicants must currently meet the security clearance requirement.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.

- IAW AR 135-18, Table 2-1 Rule C (3) and NGB-ARH-08-025. Prior to entry on AD or FTNGD in AGR Program, applicants must meet medical fitness standards. PHA must be within 12 months.
- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.

Primary Duties and Responsibilities

Company grade officer positions (all branches) will be accepted for consideration to fill vacant AGR officer positions.

Brigade/Battalion S1 position will be responsible for planning, directing, and managing readiness of all assigned and attached personnel. Established staff operating procedures, ensure the staff is coordinated, synchronized, and supervised during the decision making process. Serves as an assistant battalion administrative officer for all day to day tasks, assisting the commander by coordinating the plans, activities and operations of the command. Performs other duties as assigned.

Brigade/Battalion S3 position will conduct mission analysis, coordinate and manage training, develop concepts, force development and modernization. The position is responsible for programming and implementing both individual and collective training using the military decision making process and Army training development model to ensure training meets Mission Essential Tasks. Battalion S3 manages organizational budgets; performs technical knowledge management functions, coordinates and synchronizes training resources with departments and agencies; integrates enabling forces and attachments; synchronizes information related capabilities into operations. Additional duties include overseeing the operational plans and SOPs, leading and developing Soldiers within the S-3 section and the Tactical Operations Center. Ensures collective training is planned, resourced, and aligned with the brigade commander's training plans. Prepares quarterly Unit Status Report (USR), annual training management, briefing materials, training site requests, and other reports directed by assigned command as required by the mission.

Brigade/Battalion S4 will plan, coordinate and integrate of internal logistics: supply, maintenance, transportation, and services for assigned command. Responsible for the overall logistics management, and deployment readiness of subordinate units. Responsible for planning, tracking, distribution and overall execution of supply commodities through the Classes of Supply. Responsible for reporting the status of commodities, maintenance readiness of equipment and accountability of sensitive items for missions and inspections by echelons above Battalion.

Additional Requirements:

All applicants must meet the requirements of AR 190-11 para 2-11. Those that do not meet the requirements will not be considered. Must have a current NACLIC and a minimum of a secret clearance. Good computer skills with knowledge of all MS office products (SharePoint, PowerPoint, Excel, and Word) be familiar with DTS, DTMS, and CATS. Ability to maintain a Government Travel Card (GTC). Ability to lift up to 50 pounds into and out of vehicle. Have a valid motor vehicles operator's license from the state assigned.

Preferences:

- Knowledge Management Qualified preferred
- Finance Qualification preferred
- Information Operations Qualification preferred

Instructions for Applying

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to: California National Guard through SAFE <https://safe.amrdec.army.mil/SAFE/> in one .pdf file to ng.ca.caarng.mbx.agr-application@mail.mil (SAFE Instructions are below. **APPLICATIONS SUBMITTED AS AN UNENCRYPTED E-MAIL ATTACHMENT WILL NOT BE ACCEPTED.** All ineligible, illegible, or incomplete applications will be returned to the applicant without consideration from the hiring board. Complete applications must be received at the email address above as one completed file no later than 2359 Hours Pacific Standard time of the day the Vacancy Announcement closes. Items 1-15 below are required if for any reason an applicant is unable to submit all documents below, a memorandum from the applicant must accompany the application explaining the discrepancy with the applicants packet. **Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet it will be returned to the applicant due to lack of information:**

1. Applicant's Worksheet found at <https://calguard.ca.gov/wp-content/uploads/sites/62/2018/01/APPLICANTS-WORKSHEET.pdf>. Ensure that all items are completed in Parts I and Part II of the Notification of Results California National Guard Position.
2. [NGB Form 34-1](#) dated 20131111 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
3. [NGB Form 34-2](#) dated 20140921 (with section II, and III filled out by the applicant).
4. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid. (Available on AKO). <https://apps.meds.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select **IMR record**).
5. Letters of recommendation, or Officer Evaluation Report (OER) as required by the position announcement. Submit last 3 OERs if the previous 3 OERs are not available, supervisor must provide written statement/memo providing information

as to why soldier's OERs are not available. Ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties and capabilities.

6. **Certified Copy** of Officer Record Brief (ORB) or PQR as appropriate. ([Certified Copy – See frequently asked questions](#))
7. DA 1506 (Statement of Service with signature and date).
8. Statement of all active service performed. The following documents are acceptable: Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement; Certificate of Release or discharge (DD Form 214(s), DD Form 220(s), and any accompanying DD Form 215(s) if applicable).
9. DA Photograph in military uniform taken within the last 24 months **is required**. DA photo must be taken IAW AR 640-30. The recommended photo size should be no smaller than a 3X5, but best size for photo should be 4X6, 5X5, 8X10. ([DA Photo-See frequently asked questions](#))
10. Officer Biographical Summary.
11. **Certified Copy** (if applicable) of one of the following official document demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. Applicants should make every effort to retrieve their Reenlistment Eligibility Data Display (REDD), or the official test results from a Recruiter. If these are unable to be retrieved, the DD Form 1966-1 may be accepted. ([Certified Copy – See frequently asked questions](#))
12. **Certified Copy** of current DA Form 705 (APFT Scorecard), within six months for "on-board" AGR Soldiers, and within 12 months for traditional Guardsmen. Ensure that height and weight are annotated. ([Certified Copy – See frequently asked questions](#))
13. Certified copy of current DA Form 5500 / DA Form 5501 as applicable, Must meet standards IAW AR 600-9. ([Certified Copy – See frequently asked questions](#))
14. Security Clearance Letter of Verification. (within six months) (Letter of Verification can be obtained from the Brigade Security Manager).
15. Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license. DMV online Driver's record can be submitted if it shows Soldier's name, current address, current driver license status and history on it. California DMV link: <http://dmv.ca.gov/online/dr/welcome.htm>. Soldiers unable to obtain a current DMV print out due to mobilization must provide a memorandum of justification. Upon return from mobilization, Soldiers must provide a DMV print out prior to orders being published.
16. Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1, dated 20131111, or have not completed initial entry training (IET) are ineligible to apply. **DD Form 214(s) that have unfavorable remarks to include Unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness, or In Lieu of Court-Martial are ineligible to apply IAW AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 3, 8, and 635-200 Chapter 11.**

Instructions for Submitting Applications

SAFE Instructions: Website: <https://safe.amrdec.army.mil/safe>

1. Select accordingly if you are accessing the website from a computer with CAC Access or not. Note: Either option will allow you to send an encrypted file.
2. Enter or confirm your name is entered, then enter email address (all e-mail addresses work with SAFE).
3. Click Browse to attach your PDF File and once selected it will appear under File(s) (Applications must be submitted as one file).
4. Once you see the file, click the Box next to Privacy Act Data.
5. To the right, in the Box "Description of Files," please enter the following: "Announcement Number", "Position Title", and "Your Last Name" (i.e., A15-114, Recruiter, Smith)
6. Under Recipient Information (**copy and paste**) email address: **ng.ca.caarng.mbx.agr-application@mail.mil** and Click Add.
7. Confirm the e-mail address has moved to the Recipients List Box next to where you entered it.
8. Under Email Setting, Click on the following boxes:
 - a. Encrypt email message when possible.
 - b. (Optional) Notify me when file(s) downloads are STARTED (system generated email).
 - c. Notify me when file(s) downloads are COMPLETED (system generated email).
 - d. Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)).
9. Click on FOUO.
10. Click Upload.

Remarks

Salary: Salary IAW current rank and active duty pay documents.

OML: All Applicants for this vacancy announcement will be boarded and placed on an Order Merit List for 90 days.

Equal Opportunity: The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.